No.	Description.
*1	Pay Bill of Gazetted Officers.
*1-A	Pay Bill (for Residency payments).
*1-B	Claim for the payment of overseas pay in England.
*1-C	Certificate for House Allowance.
*1-D	Certificate of Transfer of Charge.
*2	Travelling Allowance Bill of Gazetted Officers.
*2-A	Form of Leave Application.
*2-B	Form of application for passages.
*3	Detailed (annual) Statement of Permanent Establishment.
*4	Detailed (annual) Statement of new names, leave, etc.
*5	Statement of Proposition for Revision of Establishment.
*6	Statement of Proposition for Revision of Establishment (when full details of Form 5 are not necessary).
*7	*Deleted.*
*8	Absentee Statement.
9	Form of Incidence of Leave Allowances.
*10	Detailed Pay Bill of Establishment.
*10-A	Periodical increment certificate.
*10-B	Acquittance roll.
*10-C	Service Rolls.
*11	(Outer and inner). Travelling Allowance Bill of Establishment.
*12	Travelling Allowance Bill of Public Works Establishment.
*13	Abstract Travelling Allowance Bill of Public Works Establishment.
*14	Register of Contingent Charges.
*14-A	Contingent bill for service stamps.
*15	Abstract Contingent Bill.

No.	Description.
*15-A	Detailed Bill of Contingencies countersigned after payment.
*15-B	Detailed Bill of Contingencies countersigned before payment.
*16	Fully Vouched Contingent Bill.
*17	Bill of Refunds.
18	Cash Book for Special Political Expenditure.
19	Toshakhana Store Account.
*19-A	Statement of details of provision proposed for pay of Officers/establishment for inclusion in the budget estimates.
*19-B	Statement of new items of expenditure proposed for inclusion in budget estimates.
20	Form of Agreement to be executed at the time of drawing an advance for the purchase of land on which to construct a house or of a house ready made.
20-A	Form of mortgage deed to be executed in connection with an advance for the purchase of land on which to construct a house.
21	Form of Mortgage Bond for House-Building Advance.
22	Form of Mortgage for House-Building Advances granted to officers who do not possess full proprietary rights in the land upon which they intend to build a house.
22-A	Form of Agreement for House-Building Advances granted to government servants to build houses on plots leased from Government in New Delhi.
23	Form of Reconveyance for House-Building Advances.
24	Form of Agreement to be executed at the time of drawing an advance for the purchase of Motor $\frac{\text{Car.}}{\text{Boat.}}$ $\frac{}{\text{Cycle.}}$
24-A	Form of Mortgage Bond for Motor $\frac{\text{Car}}{\text{Boat}}$ $\frac{}{\text{Cycle}}$ Advance.
*25	Form of Statement to accompany application for Reappropriation.
26	Register of Repayments of Deposits.

FORMS.

No.	Description.
*27†	Deposit Repayment Voucher.
28	Extract Register of Receipt of Deposits.
29	Statement of Lapsed Deposits.
*30	Application and Voucher for Refund of Lapsed Deposits.
*31	Return of Deaths of European Officers and Pensioners.
31-A	Cash Account of receipts from estates of deceased Seamen and of expenditure on the relief of distressed Seamen.
*31-B	Last Pay Certificate.
*31-C	Memorandum of agreement for advance of passage.

* These forms are standardised in the C. A. C. Series and consequently bear No. C. A. C. 1, C. A. C. 2, etc. Supplies are obtainable, subject to the observance of the procedure prescribed by the Controller of Printing and Stationery, from the Manager of the Forms Press, 166, Dhurrumtullah Street, Calcutta.

† This form is authorised to be printed as a special form.

*Form 1.

(See Chapter 4, Art. 47.)

NOTE.—Government accepts no responsibility for any fraud or misappropriation in respect of money on cheques or bills made over to a messenger.

Name of Gazetted Government Servant——————

District——————

PAY BILL.

Audit No.	*Head of Service. (To be entered by drawing officer).*	*Voucher No.*——— *of* ——— *list of payments for*——— *19*

	Monthly rate. Rs.	a.	Amount. Rs.	a.
Received for the month of——————193				
My substantive pay as——————				
Gross claim				
Less—Fund deductions as follows :—				
I. C. S. Provident Fund				
Postal Insurance and Life Annuity Fund				
Bengal Uncovenanted Service Family Pension Fund				
Bombay Family Pension Fund of Government Servants				
Bengal and Madras Service Family Pension Fund				
General Family Pension Fund				
Hindu Family Annuity Fund				
Bengal Christian Family Pension Fund				
General Provident Fund				
I.C.S. / I.M.S. Family Pension Regulations (as detailed on the reverse)				
Superior Services (India) Family Pension Fund (as detailed on the reverse)				
Indian Military Widows' and Orphans' Fund (as detailed on the reverse)				
Net claim				
Deduct Income Tax at pies in the rupee on Rs.				
Less—Abatement on Rs. paid for life insurance				
(Premium receipts or attested copies thereof for Rs. attached)				
Deductions on account of Advances and Recoveries as detailed below :—				
Advance of pay				
House rent				
.....overdrawn				
Net amount payable				

Net amount to be written in words) Rupees——————

Please pay to——————

The——————193 . *Signature.* *(Signature of Officer).*

For use in Audit Office.	For use in Treasury.
Admitted Rs.	Pay Rupees ( )——
Objected Rs.	*Accountant.* *Treasury Officer.*
Auditor. *Senior Accountant.*	Incorporated in Sadar Treasury Account. *Accountant.*

*Form 1.

DIRECTIONS FOR NOTE.

1. A pay bill may be presented at a District Treasury two days before the last working day of the month by the labour of which the pay is earned.

2. A pay bill may, if desired, be enfaced for payment to a Banker or Agent and submitted for collection through such Banker or Agent; this will obviate the necessity of the officer's attendance in person or by messengers, as payment may then be made direct to the Banker or Agent.

3. When exemption is claimed in respect of any amount paid to an Insurance Company, the original receipt of the Company for the amount paid or an attested copy thereof should be attached to the pay bill. The receipt will be returned with the cheque.

4. The period for which a subscription to a Fund is due should be specified when it differs from the period for which pay is drawn.

5. The Fund deductions of a Covenanted Civil Servant are taken upon his allowances before deductions on account of Civil Service Provident Fund.

6. The Government of India exercises no supervision over the management of the Hindu Family Annuity Fund, the General Family Pension Fund and the Bengal Christian Family Pension Fund and is in no way responsible for their solvency.

7. In the case of officers entitled to Sterling Overseas Pay, fund deductions are based on the Rupee pay *plus* the rupee equivalent of the Sterling Overseas Pay.

8. When the deduction on account of income tax shown in the bill includes tax calculated on Sterling Overseas Pay, the details of the calculation, on which the deduction is based may be given at the foot of the bill or, if there be no space at the foot, in some other suitable place; the total being brought into the body of the bill in the appropriate place and the two entries connected with a letter mark or otherwise. The details should show the sterling amount of the Overseas Pay as also its rupee equivalent.

The details relating to $\frac{\text{I.C.S.}}{\text{I.M.S.}}$ Family Pension Regulations, the Superior Services (India) Family Pension Fund and Indian Military Widows' and Orphans' Fund and two money columns, one for rates in sterling and another for payments in rupees, should be printed here. These details should be signed.

NOTE.—Treasury and Audit Officers should see that all compulsory deductions including those for I. C. S. Provident Fund are duly made and that schedules regarding G. P. Fund and I. C. S. Provident Fund, when such schedules are prepared by the officers themselves, are attached to the pay bills.

Form 1-A.

(See Chapter 4, Art. 47.)

(To be printed on foolscap folio.)

(Obverse).

NOTE.—Government accepts no responsibility for any fraud or misappropriation in respect of money or cheques or bills made over to a messenger.

Name of Officer

TOKEN No. PAY BILL (*for Presidency payments*) *for the month of* 193 .

Audit No.	*Head of Service.* (To be entered by drawing officer.)	*No. of Voucher.*

	Monthly rate. Rs.	Monthly rate. A.	Amount. Rs.	Amount. A.
My substantive pay as				
GROSS CLAIM				
Less Fund Deductions as follows :—				
I. C. S. Provident Fund				
Postal Insurance and Life Annuity Fund				
Bengal Uncovenanted Service Family Pension Fund				
Bombay Family Pension Fund of Government servants				
Bengal and Madras Service Family Pension Fund				
General Family Pension Fund				
Hindu Family Annuity Fund				
Bengal Christian Family Pension Fund				
General Provident Fund				
I.C.S / I.M.S. Family Pension Regulations (as detailed on the reverse)				
Superior Services (India) Family Pension Fund (as detailed on the reverse)				
Indian Military Widows' and Orphans' Fund (as detailed on the reverse).—				
NET CLAIM				
Deduct Income tax @ pies in the rupee on Rs. / *Less* abatement on Rs. paid for Life Insurance (Premium receipts or attested copies thereof for Rs. attached)				
Deductions on account of Advances and Recoveries as detailed below :—				
Advance of pay				
House rent				
.....overdrawn				
.....				
.....				
NET AMOUNT PAYABLE				

(Net amount to be written in words) Rupees _____

Payment desired by crossed cheque through post, messenger or in person. / open cheque in person or through messenger.

(Please score out according to requirements—see para. 6 on reverse.)

The _____ *193* . *(Signature of Officer.)*

For use in Accountant General's Office

Pay (Rs.) *Rupees* _____

Auditor.

Cheque No.

Asstt. / Deputy Acctt. General.

Dated the _____ *193* .

For Final Post Audit in the Audit Section Checked.

Auditor.

To be filled up and signed if the bill is made payable to a Banker or Agent—See Note 4 on the reverse.

Cheques to be made payable to the order of—

_____

_____

(Signature.)

Form 1-A—*concluded.*

(Reverse).

DIRECTIONS FOR NOTE.

1. A pay bill may be submitted to the Accountant General three days before the last working day of the month by the labour of which the pay is earned.

2. Bills are liable to be delayed in reaching the Audit Office if sent by post or forwarded in a closed cover. They should, therefore, so far as possible, be presented by *hand* or in an *open cover* at the Receiving Counter of the Audit Office.

3. In exchange for each bill so presented a metal token will be issued, which should be produced when payment is called for.

4. A pay bill may, if desired, be enfaced for payment to a Banker or Agent and submitted for collection through such Banker or Agent; this will obviate the necessity of the officer's attendance in person or by messenger, as payment may then be made direct to the Banker or Agent.

5. All pay bills are paid by cheques issued on the Imperial Bank of India if the amount exceeds Rs. 20 or in cash if the amount is not more than Rs. 20.

6. When payment is to be made by crossed cheque sent by post, the cheque will be sent by the Audit Office without further action on the part of the payee. He must however acknowledge its receipt by return of post. Failure or delay to do this will render the drawer liable to forfeit this privilege. When payment is to be received in person or through messenger, an intimation will be given as soon as possible after the bill is passed. It is not necessary that an intimation should have been received by the payee before he can be paid. The payee can send his messenger with the receipt (and token and intimation if issued) in the following form :—

"Received by $\frac{\text{cash}}{\text{cheque}}$ Rs. ——————from the——————
——————in payment of my pay bill No.——————, dated——————193
for——————193 ."

7. When exemption is claimed in respect of any amount paid to an Insurance Company, the original receipt of the Company for the amount paid or an attested copy thereof should be attached to the pay bill. The receipt will be returned with the cheque.

8. The period for which a subscription to a Fund is due should be specified when it differs from the period for which pay is drawn.

9. The fund deductions of a Covenanted Civil Servant are taken upon his allowances before deductions on account of Civil Service Provident Fund.

10. The Government of India exercises no supervision over the management of the Hindu Family Annuity Fund, the General Family Pension Fund and the Bengal Christian Family Pension Fund and is in no way responsible for their solvency.

11. In the case of officers entitled to Sterling Overseas Pay, fund deductions are based on the Rupee pay *plus* the rupee equivalent of the Sterling Overseas Pay.

12. When the deduction on account of income tax shown in the bill includes tax calculated on Sterling Overseas Pay, the details of the calculation, on which the deduction is based may be given at the foot of the bill or, if there be no space at the foot, in some other suitable place; the total being brought into the body of the bill in the appropriate place and the two entries connected with a letter mark or otherwise. The details should show the sterling amount of the Overseas Pay as also its rupee equivalent.

Name of Fund.	Amount. £	s.	d.	Rs. @ rupee	A.
I. C.S. Family Pension Regulations—					
Self					
Wife					
Son					
Daughter					
Donation on marriage					
Interest on $\frac{\text{donations}}{\text{arrears}}$					
TOTAL					
I. M. S. Family Pension Regulations—					
Wife—					
Promotion donation					
Marriage donation					
Excess age donation					
Disparity donation					
Subscription					
Son—					
Donation					
Subscription					
Daughter—					
Donation					
Subscription					
Unmarried subscription					
Payments on account of insurance of passage money					
Interest on passage money premia					
TOTAL					

Name of Fund.	Amount. £	s.	d.	Rs. @ rupee	A.
Indian Military Widows' and Orphans' Fund—					
Wife—					
Excess age donation					
Disparity donation					
Fine for delay in reporting marriage					
Subscription					
Interest on arrears					
Son's subscription					
Daughter—					
Extra donation					
Subscription					
Fine for delay in reporting birth					
Unmarried subscription					
Interest on arrears					
Passage money premium					
Passage money interest					
TOTAL					
Rents—					
Rent of building $\left(\frac{\text{bungalow}}{\text{quarter}}\right.$ No. $\left.\right)$					
Rent of special services					
Furniture rent					
Meter rent					
Rent of fans					
Water rate					
Energy charges					
Cost of stock materials issued by Division					
TOTAL					

Signature.

Form 1-B.

(See Chapter 4, Article 47-A.)

(To be printed on foolscap folio.)

Claim for the payment of Overseas pay in England.

To be filled in by the claimant.

(1) Name of the claimant

(2) Service

(3) Particulars of post held

(4) To whom payment should be made

(*a*) Nominee

(*b*) Address

(5) Month of period for which claim is made

(6) Amount claimed @ £ £

Net amount of claim £

*Station*_____

*Signature*_____

*Dated*_____

To be filled in by Audit Officer.

(7) Included in the consolidated statement sent to the High Commissioner for the month of

(8) Head to which debitable.

Auditor's initials (with date).

Form 1-C.

(See Chapter 4, Article 50-A.)

(To be printed on foolscap quarto.)

Certificate for House Allowance.

Certified that the rent paid by me for unfurnished accommodation for the month of 193 is Rs. ( )

and that none of the accommodation is sublet or occupied normally by adults other than my family.*

Signature _____

Designation _____

NOTE.*—An Officer's family shall be deemed to include his wife, dependants and servants. If one or more other adults normally occupy the accommodation in addition, reduction of 2/5ths of the rent will be assumed—See para. 2 (*iii*) of Government of India, Finance Department Resolution No. D-5057-C. S. R., dated the 10th October 1924.

Form 1-D.

(See Chapter 4, Articles 52 and 93-7.)

(To be printed on foolscap folio.)

(Obverse.)

Certificate of Transfer of charge.

Certified that we have on the $\frac{\text{fore}}{\text{after}}$ noon of this day respectively made over and received charge of the office of _____

*Station*_____ Signature of relieved Government servant _____

*Date*_____ *193* . Designation _____

Signature of relieving Government servant _____

Designation _____

Memo. of balances for which responsibility is accepted by the Government servant receiving charge.

*Treasury balances.—

Cash.—

Opium stores.—

Stamp stores.—

Permanent advance.—

*For details see overleaf.

Relieved Government Servant.

Relieving Government Servant.

Forwarded to _____

Form 1-D.—*concluded.*

(Reverse.)

Details of Treasury Balances.

Description.		Under double locks.	With Treasurer.	*In Tahsils,	TOTAL.
Government securities held in safe custody					
Balance at credit of Depositor, Rs.—					
Government Currency Notes.	At Rs. 10,000				
	„ 1,000				
	„ 500				
	„ 100				
	„ 50				
	„ 10				
	„ 5				
	„ 2½				
	„ 1				
Silver	Whole Rupees				
	Half „				
	Quarter „				
	Eighth „				
	Uncurrent coins				
Nickel	Half Rupees				
	Quarter „				
	Eighth „				
	One anna pieces				
Copper and Bronze.	Double pice				
	Single „				
	Half „				
	Pie pieces				
Stamps					
Opium, maunds					
R. T. R. Forms	(Number)				
Supply Bill Forms	(Do.)				
Cheque Forms	(Do.)				

* The total of the cash balance reported in the latest daily sheets received from sub-treasuries without any details of notes or coin, etc., need only be shown in this column.

Station———— *Relieved* *Relieving*

Date————*193* . *Government Servant.* *Government Servant.*

Form 2.

(See Chapter 4, Article 54.)

(On foolscap size, both sides.)

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS.

1. Journeys of different kinds and journeys and halts should not be entered on the same line.

2. Permanent travelling conveyance and horse allowances should be drawn along with the pay of the Government Servant and not in travelling allowance bills.

3. Fractions of a mile in the total of a bill for any one journey should not be charged for.

4. When the first item of a travelling allowance bill is a halt, the date of commencement of this halt should be stated in the "Remarks" column.

5. Against each entry in column 13 there should be a corresponding entry in column 14.

6. A certificate of attendance given by the court or authority should be attached to the bill, if travelling allowance is drawn under Supplementary Rule 154 framed by the Governor General in Council.

7. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in the "Remarks" column whether or not the halt has exceeded ten days.

(Space for pre-audit enfacements in respect of bills submitted for pre-audit.)

FOR USE IN ACCOUNTANT GENERAL'S OFFICE.

Head of service chargeable—	Admitted for Rs. . . . . . Objected to Rs. . . . . . Reason of objection— *Senior Accountant.* *G. O.*

*Form 2—*continued.*

Travelling Allowance Bill.

(Gazetted Government Servants.)

District Headquarters	Name Designation Pay	Head of Service chargeable.—	Month of Voucher No. of list of payments for 19

PARTICULARS OF JOURNEYS AND HALTS.						Kind of journey, i.e., by rail (mail or passenger), steamer, road* or trolly.	Railway / Steamer fare.*			DISTANCE TRAVELLED BY ROAD OR BY TROLLY.				ACTUAL EXPENSES.		Purpose of journey or halt.	Date of last visit.	Remarks.
Departure.			Arrival.							For which mileage is admissible.		For which daily allowance is admissible.	No. of days for which daily allowance claimed.	Particulars.	Amount.			
Station.	Date.	Hour.	Station.	Date.	Hour.		Class.	No. of fares.	Amount.	At Ordinary rates.	At other rates.							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18.	19

* Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer, and travelling by canal. (The particular kind should be specified in the bill.)

In cases where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word "fare" should be held to mean "fare exclusive of diet."

Form 2—*concluded.*

	Rs.	*a.*	*p.*
Railway and Steamer fare (column 10)			
Road mileage—			
Miles at . . . . . (column 11) .			
Miles at . . . . . (column 12) .			
—days for which daily allowance is claimed (column 14) at			
Actual expenses (column 16)			
TOTAL .			
Deduct $\frac{\text{single}}{\text{double}}$ P. T. A. for days			
(Supplementary Rules 67 and 68 issued by the Governor General in Council).			
Deduct hire due to Government (Supplementary Rule 183 issued by the Governor General in Council).			
Other deductions—			
Net claim .			

Rupees

Contents received.

Stamp.

Signature of the officer who travelled.
Office.
Date.

MEMO.

(*a*)	*Rs.*	*a.*	*p.*
Appropriation for 19 - 19 .			
Expenditure including this bill.			
Balance .			

Passed for Rupees ( )

Date

Controlling Officer.

Pay Rupees ( )

Date

Treasury Officer.

CERTIFICATES.

(*a*) If there is a combined appropriation for travelling allowance of gazetted and non-gazetted Government servants, the combined appropriation and expenditure should be shown in this column.

Form 2-A.

(See Chapter 4, Article 59-A.)

(To be printed on foolscap folio.)

Application for leave.

NOTES.— Items 1 to 7 must be filled in by all applicants, whether gazetted or non-gazetted.

Item 9 applies only in the case of gazetted officers.

Items 10 and 11 apply only in the case of non-gazetted officers.

1. Name of applicant.
2. Post held.
3. Department or office.
4. Pay.
5. Nature, and period of leave applied for, date from which required.
6. Grounds on which leave is applied for.
7. Date of return from last leave, and the nature and period of that leave.

Date *Signature of applicant.*

8. Remarks $\frac{\text{and}}{\text{or}}$ recommendation of the controlling officer.

Signature _____

Designation _____

Dated

Form 2-A.—*concluded.*

9. Report of the Audit officer.

Signature _____

Designation _____

10. Statement of leave granted to applicant previous to this application.

Nature of leave.	In current year.	During past year.	TOTAL.
Casual			
Privilege			
On average pay			
On average pay on M. C.			
On half average pay			
On half average pay on M. C.			
On quarter average pay			
On quarter average pay on M. C.			
Extraordinary leave			
TOTAL			

11. Certified that leave on average pay for months and days from 193 to 193 is admissible under Rule of the Fundamental Rules.

Signature _____

Designation _____

Date

12. Orders of the sanctioning authority.

Signature _____

Designation _____

Form 2-B.

(See Chapter 4, Article 59-B.)

(To be printed on foolscap folio.) **Form B.**

From

Service,

To

The Accountant General,

Sir,

I have the honour to inform you that I intend to { proceed on leave / retirement } / { send my wife / child / children } out of India by (here state line and also the class of accommodation in which the officer or his family proposes to travel) and to request that you will kindly furnish me with the necessary certificate to enable me to engage the following passages from to with the (name of Steamship Company and of the Agent of that Company or of the Passenger Agent if the passages are to be engaged through such Agent). Return / Single passage for—

Self.

Wife (name)

Child (Do.)*

Child (Do.)*

(here state age and sex).

The information required below is also furnished—

(*a*) Do you intend to retire at the end of your leave ? .....

(*b*) What is the approximate date of return to India of the members of your family ?

.....

Signature

Designation

Station

Date

Form 3.

(See Chapter 5, Article 62.)

(To be printed breadthways on foolscap size.)

Detailed Statement of the Permanent Establishment of the———— *as it stood on 1st April 193 .*

Orders of competent authority creating the post.	PRESENT INCUMBENT; DATE OF		Name of section and post.	Date of Incumbent's birth (as near as possible).	Serial number of appointments in each class.	Name of Incumbent.	PAY OF POST.		Maximum.	Pay of present incumbent and total of each section.	Date of next increment.	REMARKS. (including note of efficiency bar where applicable).
	Appointment to present post or of commencement on present time-scale.	Promotion to present pay.					Minimum.	Rate of periodical increment, whether annual, biennial, etc.				

Compared with service books and found correct.

Signature of the Head of Office.

At foot of the return should be detailed all items of Establishment sanctioned, but not yet incurred.

A personal pay should be stated on a separate line immediately below the pay of the officer who received it, the orders of competent authority sanctioning it being quoted in the first column.

The rule about entry of orders of competent authority may be stated generally thus; the general order is to be entered once only, any other order will be entered against every entry which it supports.

Further instructions for filling up the form are contained in Article 62.

Form 4

(See Chapter 5, Article 62.)

Detailed Statement of new names, leave, etc.

New names of non-gazetted Government servants.	From what Office and on what date transferred, or with what bill the health and age certificates were furnished.*	Names of non-gazetted Govt. servants which were in Form 3 of previous year but are now omitted.	From what date ceased to be borne on the establishment, and why.	Non-gazetted Govt. servants who have been on leave, or under suspension, during the year.	Description and period of leave or suspension from and to what date. (NOTE.—In cases of suspension state whether the suspension period will count towards pension.)

N.B.—This form should either accompany Form 3 or be printed at foot of that form.

* If the Government servant has been transferred more than once in the preceding year, the name of each office (and post) in which he was employed during the year should be mentioned with dates.

Form 5.

(See Chapter 5, Article 63.)

Statement of Proposition for Revision of Establishment.

NATURE OF CHARGES.												PROPOSITION.						Orders of sanctioning Authority.
PRESENT SCALE.						PROPOSED SCALE.						PERMANENT.		TEMPORARY.				
Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.	Decrease per month.	Increase per month.		Decrease per month.		
		Minimum.	Increment.	Maximum.				Minimum.	Increment.	Maximum.		Amount.	Amount.	Period.	Amount.	Period.	Amount.	
		*	*	*				*	*	*		*	*		*		*	

* Money columns.

NOTE.—In preparing this Statement, particular attention should be paid to the instructions in Article 63, Civil Account Code.

Form 6.

(See Chapter 5, Article 63.)

Statement of Proposition for Revision of Establishment.

1	2		3		4	5
Class or grade and designation of Government servants affected.	NUMBER IN EACH CLASS.		RATES OF PAY.		* Actual present cost of establishments affected.	Approximate extra cost involved by these proposals.
	Present. (*a*)	Proposed. (*b*)	Present. (*a*)	Proposed. (*b*)		

* In the case of district or divisional establishments the cost of the whole establishment or establishments affected should be given in lump without details, and in the case of establishments, the scale of which is fixed for the Province as a whole, the cost of the whole Provincial scale should be entered. Where a new class is added to an existing establishment, the whole of the existing cost of that establishment should be given.

Certified that I have examined the figures in columns 2(*a*), 3(*a*) and 4 and have checked the extra cost shown in column 5 with the proposed alterations and additions entered in columns 2(*b*) and 3(*b*) and find it to be correct.

Accountant General.

*Form 7.

Deleted.

*Form 8.

(See Chapter 5, Article 66.)

Absentee Statement.

Name of absentee.	Actual rate of pay.	Designation and rate of pay of vacant post.	Nature of Absence.				Rate of absentee allowance per month.	(To be filled up by Audit Office).		Officiating Government servant (if any).				(To be filled up by Audit Office).	
			Kind.	Period.	From A.M. or P.M.	To A.M. or P.M.				Name.	Substantive post.	Substantive Pay.	Officiating Pay.		
1	2	3	4	5	6	7	8	9		10	11	12	13	14	
								E.C.	S.					E.C.	S.

Dated *193* .

Signature and designation of Drawing Officer.

NOTE.—1. In column 4 should be stated "full (half or quarter) average pay," "without pay," "other duty," "Officiating ....," "in transit," "transferred to ....," "suspended," etc., the date for each being specified as far as possible in columns 6 and 7. In case of suspension it should be noted whether or not the period counts for pension.

2. The statement should be divided off into sections corresponding to sections in the bill, only those arrangements affecting one section being shown together.

3. When the leave salary noted in column 8 differs from that based on the rate of pay noted in the last establishment return, particulars of the calculation should be given in manuscript attached to the first bill in which the leave salary is drawn. If the calculation involves pay drawn outside the officer's substantive section, references to the vouchers in which such sums were drawn should also be given.

4. All changes in the scales of the permanent establishment due to retirements, transfers, deaths and consequent new appointments and increases and decreases of scale should be shown. The number of posts left unfilled should be noted at the end of each section and if there is no unfilled post in any month the fact should be so recorded.

Form 9.

(See footnote, Form 8.)

A. B. (who is now absent on furlough for the $\frac{\text{first}}{\text{second}}$ time, and was previously absent on furlough from.....to.....and.....to.....)

has during his service for.....years immediately preceding the date on which he availed himself of furlough been employed—

(1) In an office paid from the Central or Provincial Revenues from the to the during which he drew an aggregate salary of R

(2) In an office paid from a Local Fund from the to the during which he drew an aggregate salary of R

A. B.'s allowances during the furlough are to be charged to—

Central or Provincial Revenues . . . . . R a month.

The Local Fund . . . . . „ „

A. C. (absent on privilege leave) has, during a period of duty without interruption (immediately preceding the date on which he availed himself of leave) eleven times as long as the leave, been employed—

(1) In an office paid from the Central or Provincial Revenues from the to the during which he drew an aggregate salary of R

(2) In an office paid from a Local Fund from the to the during which he drew an aggregate salary of R

A. C.'s allowances during the privilege leave are to be charged to—

Central Revenues . . . . . R a month.

The Local Fund . . . . . „ „

Head of Office

Form 10.

(See Chapter 5, Article 64.) Bill No.————

Detailed Pay Bill of $\frac{Permanent}{Temporary}$ *Establishment of the* .....

for the month of.....*193* . .....*District.*

Space for classification. Stamp or manuscript entries of classification to be filled in by Disbursing Officer. Names of detailed heads and corresponding amounts should be recorded by him in adjacent columns.

Major head.
Minor head.
Sub-head.

(See also Art. 13 (e), 64 to 69-A and 72, C.A.C.).

1. Held over amounts should be entered in red ink in the appropriate columns (3), (4), (5) or 6) as the case may be and ignored in totalling. Leave salary the amount of which is not known should similarly be entered in red ink in col. (4) at the same rate as pay if he had remained on duty (Art. 64, C. A. C.).

2. In the remarks column (15) should be recorded all unusual permanent events such as deaths, retirements, permanent transfers and first appointments which find no place in the increment certificates or absentee statement.

3 When an increment claimed operates to carry a Government servant over an efficiency bar it should be supported by a declaration that the Government servant in question is fit to pass the bar (Art. 69-A, C. A. C.).

4. Names of Government servants in inferior service may be omitted from pay bills (Art. 64, C. A. C.).

5. A red line should be drawn right across the sheet after each section of the establishments and under it the totals of column (4), (5) and (7), for the Section should be shown in red ink.

6. In cases where the amount of leave salary is based on average pay, a separate statement showing the calculations of average pay duly attested by the drawing officer should be attached to this bill *vide* Art. 64, Note2, C. A. C.

7. The names of men holding posts substantively should be entered in order of seniority, as measured by substantive pay drawn and below those will be shown the posts left vacant, and the men officiating in vacancies.

8. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant, officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded.

9. The following abbreviations should be used in this and in all other documents submitted with pay bills:—

Leave on Average Pay	LAP	On Foreign Service	FS
,, on Half Average Pay	LHP	Vacant	Vac
,, on Quarter Average Pay.	L¼P	Postal Life Insurance	PLI
On other duty	OD	Last Pay Certificate	LPC
Leave Salary	LS	Subsistence Grant	Sub-Grant
Conveyance Allowance	CA	Transit Pay	TP
Under Suspension	SP		

10. In cases where any fund deductions are included in a pay bill, a separate schedule showing the particulars of deductions relating to each fund should accompany that bill (Art. 240, C. A. C.).

Voucher No.....
List.....
For..... ..
19 .

	Rs.	a
Pay of permanent establishment.		
Pay of temporary establishment.		
Allowances and Honoraria.		
Conveyance Allowance.		
Horse Allowance.		
House rent allowance.		
Grain compensation allowance.		
Fixed travelling allowance.		
Total ..		
Deduct—		
General Provident Fund.		
P. L. I. Fund ..		
Other Funds ..		
House-rent ..		
Income-tax ..		
Recoveries of advances.		
Total deductions	..	
Net Total ..	..	

(FOR THE USE OF THE ACCOUNTANT GENERAL'S OFFICE.)

Admitted Rs.

Objected Rs.

Auditor. *Superintendent.*

FORM 10—*continued.* [No. 10.

Serial number of posts.	Section of establishment and Name of Incumbents.	Substantive pay. (Personal pay or Special pay, if any, should also be shown in this column as a separate entry below substantive pay.)	Leave salary.	Officiating pay.	Compensatory allowance.	Total.	For use in Audit Office.	General Provident Fund.
1	2	3	4	5	6	7	8	9

No. 10.] FORM 10—*continued.*

P. L. I. Premia and other Fund deductions. (Specify Fund).	Net after deducting Fund subscriptions, etc.	Income-tax.	Miscellaneous recoveries (Fines and advances house-rent, etc.).	Net payable.	Remarks.	Acquittance.
10	11	12	13	14	15	16

	Rs a.
Total (Column 7)	
Deduct—Undisbursed pay as detailed below.	
Deduct—General Provident Fund (column 9).	
Deduct—P. L. I. premia and other Fund deductions (column 10).	
Deduct—Income-tax (column 12)	
Deduct—In adjustment of advances recoverable as detailed in statement ——— (attached).	
Deduct—Recoveries on account of house-rent, etc., as detailed in statement——— (attached).	(column 13).
Total Deductions..	
Net amount required for payment (in words) Rupees.	
Pay to me———	

1. Received contents and certified that I have satisfied myself that all emoluments included in bills drawn $\frac{\text{1 month*}}{\text{2 months}}$ previous to this date, with the exception of those detailed below (of which the total has been refunded by deductions from this bill), have been disbursed to the proper persons, and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every payment in excess of Rs. 20.

* One line to be used and the others scored out.

2. Certified that no person in superior service has been absent either on other duty or suspension with or without leave (except on casual leave) during the month of

NOTE.—When an absentee statement accompanies the bill this Certificate should be struck out.

3. Certified that no leave has been granted until by reference to the applicant's Service Book, leave accounts and to the leave rules applicable to him, I had satisfied myself that it was admissible, and that all grants of leave and departures on, and returns from leave and all periods of suspension and other duty and other events which are required under the rules to be so recorded have been recorded in the Service Books and leave accounts under my attestation.

4. Certified that all appointments and substantive promotions and such of the officiating promotions as have to be entered in the Service Books, as per columns in the Standard form No. F. R. 10, have been entered in the Service Book of the persons concerned under my attestation.

5. Certified that all Government servants whose names are omitted from, but for whom pay has been drawn in, the bill have actually been entertained during the month (Article 64, Civil Account Code).

6. Certified that no person for whom house-rent allowance has been drawn in this bill has been in occupation of rent-free Government quarters during the period for which the allowance has been drawn.

7. Certified that the leave salary of the following non-Gazetted Government servants is based on the pay of the permanent post held substantively by them at the time of taking leave and that they were in permanent service on 24th August 1927 (Article 64, Note 2, C. A. Code).

1	4
2	5
3	6

8. Certified that no leave salary for any Government servant (except the following in whose Service Books a note regarding allocation has been recorded) drawn in this bill for.....is debitable to any Government, etc., other than the Central Civil Government:—

1	4
2	5
3	6

No. 10.] FORM 10—*concluded.*

DETAILS OF PAY OF ABSENTEES REFUNDED.

Section of establishment.	Name of incumbent.	Period.	Amount.	
			Rs.	A.

Signature ——————

Designation of the Drawing Officer ——————

Station.....

Dated——————*193* .

Pay Rs.——————Rupees——————

—————————— as follows:—

in cash Rs.:——————

Deduct—by transfer credit to Personal Deposits Rs.——————

II—Taxes on Income Rs. ——————

Examined and entered XXX—Civil Works Rs.——————

Treasury Accountant.

Dated 193 .

Treasury Officer.

Form 10-A.

(See Chapter 5, Article 69.)

Periodical Increment Certificate.

(1) Certified that the Government servants named below have earned the prescribed periodical increments from the date cited in column 6, having been the incumbents of the posts specified for not less than..... year from the date in column 5, after deducting periods of suspension for misconduct and absence on leave without pay and in the case of those holding the posts in officiating capacity, all other kinds of leave.

(2) Certified that the Government servants named below have earned periodical increments from the date cited, for reasons stated in the explanatory memo. attached hereto.

Name of Incumbent.	Whether substantive or officiating.	Scale of pay of post.	Present pay.	Date of last increment or of appointment to present post.	Date of present increment.	Future pay.	Suspended for Misconduct.		Leave without pay and in the case of those holding the posts in officiating capacity, all other kinds of leave.	
							From	To	From	To
1	2	3	4	5	6	7	8	9	10	11

NOTE 1.—When the increment claimed is the first to carry an officer over an efficiency bar columns 5, 6 and 7 should be filled up in red ink.

NOTE 2.—The figure (1) or (2) should be placed against each name according as the reason (1) or (2) applies. The explanatory memo. should be submitted in any case in which reason (2) applies.

Signature and Designation of Drawing Officer.

Form 10-B.

(See Chapter 5, Article 70.)

ACQUITTANCE ROLL.

Acquittance Roll of Permanent/Temporary Establishment of the for Pay/Travelling Allowances for the month of 193 .

Item No.	Names.	Designation.	Net Amount payable.			Dated signature (with stamp where necessary), unpaid items to be noted as such and attested.
						Total Unpaid Rs.
		Total	..	..	..	

Passed for Rs. ..... (.....) on the authority of the
(figures) (words)

Establishment / Travelling Allowance bill of....., for .....

Cashier. Drawing Officer.

Certified that a proper quittance has been taken in respect of each amount paid in this roll from the person entitled to receive it.

Paying Officer.

Form 10-C.

(See Chapter 5, Article 74-A.)

(To be printed on foolscap with fly leaves.)

[1st page.]

SERVICE ROLL.

[For inferior servants other than members of the constabulary and for those superior servants for whom no service books are maintained.]

1. Name————
2. Race, sect and caste————
3. Native place [with name of District, Village, Thana, and Post Office————
4. Father's name and residence————
5. Date of birth by Christian era as nearly as can be ascertained————
6. Exact height by measurement————
7. Personal marks for identification————
8. Signature or mark of Government servant (with date)————
9. Signature with date and year and designation of the attesting officer————

NOTE.—The above entries should be renewed or re-attested at least every five years and the signature in lines 8 and 9 should be dated.

Left hand thumb and finger impressions.

Thumb.	Fore finger.	Middle finger.	Ring finger.	Little finger.	Signature and designation of officer before whom impression is taken.	Date.

NOTE.

To avoid trouble about pension, take great care, in the following circumstances, that the Service Roll clearly answers the following questions :—

Circumstances.

(1) When substantive inferior servants (*e.g.*), Duftries, Jemadars, etc., are appointed to act in the superior grade on pay exceeding Rs. 10.

(2) When service commences as—

(*a*) "acting";

(*b*) "on probation";

(*c*) "acting in a temporary appointment".

(3) Upon reinstatement after suspension.

(4) During all leave other than leave on average pay.

Questions.

What is the nature of vacancy? Is there a full vacancy, or does any other officer count the same time for pension in the same appointment? (Article 371, C. S. R.).

Ditto ditto ditto.

Is it in a probationer's appointment specially allotted? (Article 373, C. S. R.).

Is the temporary appointment eventually made permanent? (Article 370, C. S. R.).

Is the period ordered to count for leave and pension?

What rate of leave salary was drawn?

Form 10-C.—*concluded.*

[2nd page.] [3rd page.]

Name of appointment and Establishment.	Whether substantive or officiating, and whether permanent or temporary.	If officiating, here state substantive appointment, if any.	Pay in substantive appointment.	Additional pay for officiating.	Other emoluments falling under the term "pay".	Date of appointment.	Initials of attesting officer in attestation of columns 1 to 7.	Date of termination of appointment.	Reason of termination (such as promotion, transfer, dismissal, etc.).	Initials of attesting officer in attestation of columns 9 and 10.	Leave taken—nature and duration of, and rate of leave salary drawn, with the initials of the attesting officer.	Reference to any recorded punishment or censure or reward or praise of the Government servant as well as to any interruptions in service. If suspended, whether period of suspension will count towards leave and pension with signature of the attesting officer.	REMARKS.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

[4th page.]

Annual certificates of verification of services with signature and designation of head of office (where required).

*Form 11.

(See Chapter 5, Article 75.)

Instructions for preparing Travelling Allowance Bills.

Voucher No. of list of payments for 19 .

1. Journeys of different kinds, and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.

2. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not in Travelling Allowance Bills.

3. Fractions of a mile in the total of a bill for any one journey for each person should not be charged for.

4. When the first item of a travelling allowance bill is a halt, the date of commencement of that halt should be stated in the " Remarks " column.

5. If daily allowance is claimed in respect of a road journey, the number of miles travelled should be entered in column 14 and the daily allowance in columns 17 to 19.

6. Journey performed beyond British territory should be indicated separately and the distance travelled should be stated in each case.

7. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in the " Remarks " column whether or not the halt has exceeded ten days.

(Space for Pre-audit enfacements in respect of bills submitted for pre-audit.)

For use in Accountant General's Office.

Head of service chargeable—	Admitted for Rs. ———
	Objected to Rs. ———
	Reason of Objection :—
	Senior Accountant. G. O.

*Form 11—*continued.*

Travelling Allowance Bill of the Establishment of.....for the month of.....193

Name and designation.	Headquarters.	Actual pay.	PARTICULARS OF JOURNEYS AND HALTS. Departure. Station.	Departure. Date.	Departure. Hour.	Arrival. Station	Arrival. Date.	Arrival. Hour.	Kind of journey by rail (mail or passenger), (steamer, road* or trolly.	RAILWAY STEAMER FARE† Class.	RAILWAY STEAMER FARE† No. of fares.	RAILWAY STEAMER FARE† Amount.	MILEAGE BY ROAD OR TROLLY. No. of miles.	MILEAGE BY ROAD OR TROLLY. Rate.	MILEAGE BY ROAD OR TROLLY. Amount.	DAILY ALLOWANCE. No. of days.	DAILY ALLOWANCE. Rate.	DAILY ALLOWANCE. Amount.	ACTUAL EXPENSES. Particulars.	ACTUAL EXPENSES. Amount.	Purpose of journey.	Total of each line.	REMARKS.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
											Total												(a) Appropriation for 19 . 19 . Expenditure including this bill. Balance

Deduct—Undisbursed Travelling Allowance refunded as detailed on the reverse . . .

Net sum required for payment . . . . . .

Station——————————(In words.) Contents received.

Dated.....,193 *Head of Office.*

* Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and travelling by canal. (The particular kind should be specified.

† In cases where the steamer company has two rates of fares, one inclusive and one exclusive of diet, the word "fare" should be held to mean "fare exclusive of diet".

(a) If there is a combined appropriation for travelling allowance of gazetted and non-gazetted Government servants the combined appropriation and expenditure should be shown in this column.

Form 11—*concluded.*

CERTIFICATES.

1. Certified that I have satisfied myself that the amounts included in bills drawn 1 month / 2 months* / 3 months previous to this date, with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servants therein named and their receipts taken in acquittance rolls filed in my office, with receipt stamp duly cancelled for every payment in excess of Rs. 20.

†2. Also that the journeys for which mileage has been claimed under Supplementary Rule 77 for non-gazetted ministerial or inferior Government servants, were made by public or hired conveyance under my orders.

†3. Also that it was necessary for the Government servants for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipage during such halt, and that the expense incurred on this account was not less than the halting allowance drawn (Supplementary Rule 91).

Details of Travelling Allowance refunded.

Section of establishment.	Name.	Period.	Amount.	Section of establishment.	Name.	Period.	Amount.

Passed for Rs.———— . (*Head of Office.*)

Dated————*193* .

Pay Rupees ( ) (*Controlling Officer.*)

‡From————Sub-Treasury.

Treasury Officer.

Examined and entered.

Accountant.

Dated————*193* .

Sub-Treasury Officer.

Incorporated in the District Accounts on————

Accountant.

*One line to be used and the others scored out.

†Clause 2 should be scored out with a pen when no mileage is claimed under Supplementary Rule 77, and clause 3 when there is no claim under Supplementary Rule 91.

‡To be filled up when payable from a sub-Treasury.

*Form 12.

(See Chapter 5, Article 77.)

CERTIFICATES.

*1. Certified that the journeys for which mileage has been claimed under Supplementary Rule 77 for non-gazetted ministerial or inferior Government servants, were made by public or hired conveyance under my orders.

*2. Also that it was necessary for the Government servants for whom halting allowance at head-quarters is drawn to keep up the whole or part of their camp equipage during such halt, and that the expense incurred on this account was not less than the halting allowance drawn (Supplementary Rule 91).

(Head of Office.)

*Clause 1 should be scored out with a pen when no mileage is claimed under Supplementary Rule 77, and clause 2 when there is no claim under Supplementary Rule 91.

Form 12—*continued.*

For Public Works Establishment.] **[Not payable at the Treasury.**

Name and designation———————

Headquarters———————

Actual pay———————

Travelling Allowance Journal———————*for the month of*———————193 .

ARTICULARS OF JOURNEYS AND HALTS.							RAILWAY / STEAMER FARE†.			MILEAGE BY ROAD OR OF* TROLLY.			DAILY ALLOWANCE.			ACTUAL EXPENSES.					
DEPARTURE.			ARRIVAL.																		
Station.	Date.	Hour.	Station.	Date.	Hour.	Kind of journey by rail (mail or passenger), steamer, road* or trolly.	Class.	No. of fares.	Amount.	No. of miles.	Rate.	Amount.	No. of days.	Rate.	Amount.	Particulars.	Amount.	Purpose of journey.	Total of each line.	Remarks.
								Total											‡	

Station———————

(*Signature*)

Passed for Rupees ( )———————

Dated———————19 .

Dated———————19 . *Controlling Officer.*

* Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and travelling by canal. (The particular kind should be specified.)

† In cases where the steamer company has two rates of fares, one inclusive and one exclusive of diet, the word "fare" should be held to mean "fare exclusive of diet."

‡ (In words.)

Form 12—*concluded.*

Instructions for preparing Travelling Allowance claims.

1. Journeys of different kinds, and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.

2. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not in travelling allowance bills.

3. Fractions of a mile in the total for any one journey should not be charged for.

4. When the first item of a travelling allowance claim is a halt, the date of commencement of that halt should be stated in the "Remarks" column.

5. If daily allowance is claimed in respect of a road journey, the number of miles travelled should be entered in column 11 and the daily allowance in columns 14 to 16.

6. Journey performed beyond British territory should be indicated separately and the distance travelled should be stated in each case.

For Public Works Establishment.]

Voucher No.	of
list of payments	
for	19 .

*Form 13.

(See Chapter 5, Article 77.)

CERTIFICATES.

1. Certified that I have satisfied myself that the amounts included in bill drawn $\frac{\text{1 month}}{\text{2 months}\dagger}$ previous to this date, with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servants therein named and their receipts taken in the Acquittance Roll.

2. Certified that in support of each column for which no voucher accompanies this bill, a duly completed travelling allowance journal countersigned by the proper authority has been placed on record in my office.

(*Head of Office.*)

Date——————*19* .

† One line to be used and the others scored out.

Pay Rupees ( )——————————————

‡From——————Sub-Treasury

Examined and entered.

Accountant.

Treasury Officer.

Sub-Treasury Officer.

Incorporated in the District Accounts

on

Accountant.

‡ To be filled up when payable from a Sub-Treasury.

(Space for pre-audit enfacements in respect of bills submitted for pre-audit.)

For use in Accountant General's Office.

Head of service chargeable——————	Admitted for Rs. ——————
	Objected to Rs. ——————
	Reason of objection———
	Senior Accountant. G. O.

Form 13—*concluded.*

Abstract Travelling Allowance Bill of the Establishment of for the month of 193 .

Section of Establishment.	Name and rank.	Actual pay.	Particulars of charge.	ITEMS OF CHARGE.					Total for each person.	Total for each class.	Voucher accompanying.	REMARKS.
				Railway fare.	Steamer fare.	Mileage by road or trolly.	Daily allowance.	Actual expenses.				
												(a) Appropriation for 19 . 19 . Expenditure including this bill .. Balance
			Total .									

(a) If there is a combined appropriation for travelling allowance of gazetted and non-gazetted Government servants, the combined appropriation should be shown in this column.

Station———————

Contents received

Divisional Accountant.

Executive Engineer.

Date———————*19* .

Superintending Engineer.

Form 14.

(See Chapter 6, Article 94.)

(To be printed on open royal.)

Register of Contingent Charges of the ——————Department of the——————District, 193 .

Left hand page

Date.	To whom paid. Appropriation for each Head.	No. of { Sub-voucher. Contingent abstract.	DETAILED HEADS OF BUDGET. Sub-divisions of detailed heads as may be convenient. If the grant be not ordinarily allotted among the sub-divisions of a detailed head, they should be linked by a brace and the amount placed below. Each of these spaces represents a money column.									

Right hand page.

DETAILED HEADS. Sub-divisions of detailed heads.	Unusual charges. Description.	Unusual charges. Amount.	Total of each contingent abstract.	Total of each month's bill.	Date of Detailed bill.	Date of admission with initials.	REMARKS.

Form 14-A.

(See Chapter 6, Article 98.)

(To be printed on foolscap folio.)

(Obverse.)

Bill No. _____

Not payable in cash but by Book Transfer.

_____ District.

Voucher No. of List of payments for 19 .

Bill for service postage stamps of the office of _____ for the month of _____ 19 .

Head of service _____

Department _____

	Postage stamps required of the following denominations.	Value.		
		Rs.	a.	p.
	1 Rupee Stamps			
	8 Anna Stamps			
	6 Anna Stamps			
	4 Anna Stamps			
	2 Anna Stamps			
	1 Anna 3 pies Stamps			
	1 Anna Stamps			
	½ Anna Stamps			
	¼ Anna Stamps			
	Post Cards			
	Rupees (in words) _____ _____			

Form 14-A.—*concluded.*

(Reverse.)

	Amount.	Rs.	a.	p.
Account of contingent Appropriation and Expenditure.				
Amount of Appropriation				
Deduct Expenditure—				
Total of present bill				
Total of previous bill as shown in bill No.				
Total up to date ..				
Available Balance ..				

Received payment in service postage stamps, and certified that the expenditure charged in this bill could not with due regard to the interests of public service be avoided and also certified that the stamps will be used on prepaying postage on communications *bona fide* on the srvice of His Majesty.

*Dated*_____ *193* . *Head of office and designation.*

Pay Rupees ( )_____

_____ by transfer credit to Post Office.

*Dated*_____ *19* . *Treasury Officer.*

Space for Pre-audit enfacement in respect of bills submitted for pre-audit.

For use in Accountant General's office.

Head of service chargeable—

Audit Register page_____

Admitted Rs._____

Objected to Rs._____

Reason of objection—

Auditor. *Senior Accountant.*

Form 15.

(See Chapter 6, Article 103.)

Abstract Contingent Bill No.————

Detailed bill will be sent for countersignature on————

District.	Bill for contingent charges of	Month in which presented for payment at Treasury. ————19
	Head of Service.	Voucher No.————of List of payments for————19

Details of numbers of sub-vouchers.	Detailed head of charge (with description where necessary) and quotation of authority for charges requiring special sanction.	Amount.					
		Rs.	a.	p.	Rs.	a.	p.
	Carried over						

N.B.—The Treasury Officer will make payments on this form as often as required; but the drawer should be careful to include in the detailed contingent bill of a month only the amount of all abstracts encashed at the Treasury during that month.

Form 15—*concluded.*

Nos. of Details of Sub-vouchers.	Detailed head of charge (with description where necessary) and quotation of authority for charges requiring special sanction.	Amount. Rs. a. p.
	Brought forward	
	Total Rupees	
	Deduct—Amount disallowed by the Controlling Officer in bill No. .....dated.....for Rs..... Net amount payable.	

NOTE.—The Government servant drawing this bill is responsible for having initialled the date of each payment in the Contingent Register. The Register is required to be sent up with bills and Sub-vouchers for this purpose. [Article 97 (*a*), C. A. C.]

Received contents.

Dated———————

Drawing Officer.

———————*19* .

Pay Rupees ( )———————————————

Examined and entered.

Accountant———————*Treasury.* *Dated*———————*19* *Officer-in-charge, Treasury.*

Space for pre-audit enfacement in respect of bills submitted for pre-audit.

For use in Accountant General's Office.

Head of service chargeable :—	Objected in full pending receipt of detailed Contingent Bill and objected to Rs.——— ———————on the following ground :— *Senior Accountant.*

Form 15-A.

(See Chapter 6, Article 104.)

Detailed Countersigned Contingent Bill No.....

NOTE.—Government servants whose bills are *Countersigned before payment* by the Controlling Officer should use form No. C. A. C. 15-B.

Not payable at the Treasury.

Sent to Controlling Officer on 19 . Countersigned and sent to Accountant General on 19 .

District—	Monthly detailed bill of Contingent charges of for the month of 19 .
	Head of Service—

Details of numbers of sub-vouchers.	Description of charge and number and date of authority where special sanction is necessary.	Amount.
	Carried over .	

Form 15-A—*continued.*

Details of numbers of sub-vouchers.	Description of charge and number and date of authority where special sanction is necessary.	Amount.
	Brought forward ..	
	Carried over	

Form 15-A—*continued.*

Details of numbers of sub-vouchers.	Description of charge and number and date of authority where special sanction is necessary.	Amount.
	Brought forward ..	
	Carried over	

Form 15-A—*concluded.*

Details of numbers of sub-vouchers.	Description of charge and number and date of authority where special sanction is necessary.	Amount.
	Brought forward	
	Total Rupees	

(1) I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I certify that, to the best of my knowledge and belief, the payments entered in this bill have been duly made to the parties entitled to receive them. Vouchers for all items of expenditure above Rs. 25 in amount, and all work bills are attached to the bill. I have as far as possible, obtained vouchers for other sums, and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again.

*(2) Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the Stock Register.

(3) Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments.

Drawn on abstract bill No. dated

Ditto

Ditto

Ditto

Add—Amount of disallowance from bill No....., dated..... refunded by deduction from Contingent bill No....., dated..... and re-allowed as per... ...

Total of this bill

	Supplies and Services.	Contingencies.
Appropriation for 19 -19 -19		
Expenditure including this bill.....		
Amount of work bills annexed.		
Balance available		

Date *Signature of Disbursing Officer.*

* This certificate is required when proper store accounts of materials and stores purchased are required to be maintained.

For use of Controlling Officer.

Disallowed from Sub-voucher No.....

Ditto.....

Ditto..... Total of this bill .

Passed for Rupees

I certify that in support of every charge of more than Rs. 25 made in this bill, a receipt or other voucher has been given me and is now in my possession. The receipts and vouchers for items in excess of Rs. 100 are attached to the bill, and I am responsible that the receipts and vouchers for all other items of more than Rs. 25 are in proper form and order, and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

(*Signature of the Countersigning Officer.*)

Date——————————*193* .

Form 15-B.

(See Chapter 6, Article 108-A.)

No.————.

NOTE.—This form should be used in the case of bills countersigned by the controlling officer before payment.

DISTRICT OF	Detailed Bill of Contingent Charges of for the month of.....19 .	Voucher No. of List
	Head of Service	of payments for 19 .

Number of Sub-voucher.	Description of charge and number and date of authority for all charges requiring special sanction.	Amount.
	Carried over .	

Form 15-B—*concluded.*

Number of Sub-voucher.	Description of charge and number and date of authority for all charges requiring special sanction.	Amount.
	Brought forward	
	Total Rupees	

(1) I certify that the expenditure charged in this bill could not, with due regard to the interest of the public service, be avoided. I certify that, to the best of my knowledge and belief, the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below which exceed the balance of the permanent advance and will be paid on receipt of the money drawn on this bill. Vouchers for all items of expenditure above R25 in amount and all work bills are attached to this bill save those noted below, which will be forwarded as soon as the amounts have been paid. I have as far as possible obtained vouchers for other sums, and am responsible that they have been so destroyed, defaced or mutilated that they cannot be used again.

*(2) Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the Stock Register.

(3) Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments.

Received contents.	Supplies and Services.	Contingencies.
Appropriation for current year.		
Expenditure including this bill.		
Amount of work bills annexed .		
Signature and designation of drawing officer. Balance available .		

* This certificate is required when proper store accounts of materials and stores purchased are required to be maintained.

FOR USE OF CONTROLLING OFFICER.

Passed for Rupees (in words).

I certify that in support of every charge of more than R25 made in this bill, a receipt or other voucher has been given me, and is now in my possession. The receipts and vouchers for items in excess of R100 are attached to the bill with the exception of those above R100 noted above which will be sent after payment; and I am responsible that the receipts and vouchers for all other items of more than R25 are in proper form and order, and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

Dated.....19 . Controlling Officer. {(Signature) (Designation)

Pay Rupees ( ).....

Examined and entered.

Accountant Treasury. Dated the.....19 . Officer in Charge, Treasury.

Space for Pre-audit enfacement in respect of bills submitted for pre-audit.

For use in Accountant General's Office.

Head of Service chargeable—

Admitted for R——

Objected to R——

Reasons for objection—

Auditor. Senior Accountant.

Form 16.

(See Chapter 6, Article 101.)

FULLY VOUCHED CONTINGENT BILL NO.——————

District of	Detailed Bill of Contingent charges of for the month of 19 .	Voucher No. of list of payments for the month of 19 .
	Head of Service.	

Number of Sub-voucher.	Description of charge and number and date of authority for all charges requiring special sanction.	Amount.
	Carried over	

Form 16—*concluded.*

Number of Sub-voucher.	Description of charge and number and date of authority for all charges requiring special sanction.	Amount.
	Brought forward .	
	Total Rupees.	

(1) I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I certify that, to the best of my knowledge and belief, the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below, which exceed the balance of the Permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above Rs. 25 in amount are attached to this bill, save those noted below, which will be forwarded as soon as the amounts have been paid. I have, as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again. All work bills are annexed.

*(2) Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the Stock Register.

(3) Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments.

(4) Certified that the conveyance hire charged in this bill was unavoidable.

		Supplies and Services.	Contingencies.
Received contents.	Appropriation for the current year		
	Expenditure including this bill .		
	Amount of work bills annexed .		
Signature and designation of the Drawing Officer.	Balance available .		

* This certificate is required when proper store accounts of materials and stores purchased are required to be maintained.

Pay Rupees ( )

Examined.

Accountant. *Treasury, dated the* *19* . *Treasury Officer.*

Space for Pre-audit enfacement in respect of bills submitted for pre-audit.

For use in Accountant General's office.

Head of service chargeable—

Admitted for Rs.——————

Objected to Rs.——————

Reason of objection——————

Auditor. *Senior Accountant.*

Form 17.

[See Chapter 7, Article 113 and Chapter 12, Article 198 (4).]

DISTRICT OF *Head of service chargeable.*	REFUNDS OF REVENUE. *Deduct*—REFUNDS (Name of Revenue head).								
In whose name credited. 1	On what account received. 2	Amount realized. 3			Date of payment into Treasury. 4	Amount in which included and head to which credited. 5			Treasury Officer's signature in token of verification of Treasury credit. 6	Name of Payee. 7	Amount to be refunded. 8		
		R	*a.*	*p.*		R	*a.*	*p.*			R	*a.*	*p.*

(1) Certified that this order of refund has been registered and noted against the original receipt entry in the Departmental account under my initials and previous order for refund of the same sum has not been issued.

(2) Passed for payment under sanction given in.....

(3) Sanctioned and passed for payment.

NOTE.—(2) or (3) to be struck out as required.

Received Payment, *Magistrate or other Officer.*

Claimant's signature.

The——————*19* . *Pay Rupees*——————( ) *only.*

Examined. *Accountant.* *Officer in charge of Treasury.*

In cases where refunds of fines are permitted to be made direct from Treasuries or Sub-Treasuries other than those at which they were credited, the entry in column 5 should include the name of the Treasury or Sub-Treasury in which amount was credited and column 6 should be filled up by the Treasury Officer of the headquarters (not Sub) Treasury.

For use in Accountant General's Office.
Refund noted in Fine Statement.
Admitted.
Objected.
Auditor. *Supdt.*

Form 18.

(See Chapter 7, Article 124.)

Cash Book of the *Mission for the month of* ——————*19*

RECEIPTS.						PAYMENTS.						
Date.	Particulars.	From whom or what Treasury received.	Amount.			Date.	Consecutive No. of Vouchers.	Particulars.	Numbers indicating classification of charges in Class II.	Amount.		Remarks.
			Rs.	a.	p.					Rs.	a. p.	
	Opening balance from previous months.	..	907	6	9	3rd April	1	Pay of Office Establishment for March 19 .	..	500	12 4	
2nd April	Received advance for political expenditure sanctioned per Finance Department No. , dated	Peshawar Treasury.	25,000	0	0	,, ,,	2	Salary of Captain, Officer in charge.	..	904	6 9	
						,, ,,	3	Hire of camels employed in March 19 .	II. 8	5,010	5 6	
						,, ,,	4	Secret Service .	II. 12	500	0 0	
5th ,,	Recovered from A. B. C. for hire of camels supplied to officers, etc.	A. B. C.	1,000	0	0	,, ,,	5	Wages of guides employed.	II. 15	150	0 0	
						9th ,,	6	Construction of boundary pillars at.	II. 19	300	0 0	
6th ,,	Recovery of advance made to X. Y. Z., clerk when starting with the Mission.	X. Y. Z. .	50	0	0	15th ,,	7	Purchase of blankets or postins for.	II. 7	15	7 0	
						20th ,,	8	Cost of telegrams and postage.	II. 17	50	0 0	
15th ,,	Sale-proceeds of unserviceable stores.	Officer in charge of Mission.	100	0	0	26th ,,	9	Compensation to Darpakhel villages for loss of life.	II. 10(*b*)	1,200	0 0	
16th ,,	Receipts on account of rations supplied to escorts.	Chief Supply and Transport Officer, Quetta.	376	0	0	,, ,,	10	Compensation for damages to the Torikhel shrine.	II. 10(*b*)	200	0 0	
						,, ,,	11	Purchase of an Arab for presentation to	II. 4	2,000	0 0	
18th ,,	Recovery on account of charges overdrawn in voucher No. for	Officer in charge of Mission.	5	0	0							
						,, ,,	12	Roza to the Duri Maliks	II. 14	300	0 0	
								Closing balance .	..	16,307	6 5	
	Total .	..	27,438	6	9			Total .	..	27,438	6 9	

Form 19.

(See Chap. 7, Art. 124.)

Statement.

Date of purchase.	Voucher number in which charged.	Number of articles.	Description.	Price.	Disposal and date.

Form 19-A.

(See Chapter 11, Article 186-A.)

(To be printed on foolscap folio.)

Department or Office.

Statement of details of provision proposed for pay of $\frac{\text{Officers}}{\text{Establishments}}$ for the year 193 - .

Name and designation.	2 Reference to page of Estimate form.	3 Sanctioned pay of the post. (a) Minimum.	(b) Maximum.	(c) Actual pay of the Government Servant due on 1st April next year.	4 Amount of provision for the year at the rate in column 3 (c).	5 Increment falling due within the year. (a) Date of increment.	(b) Rate of increment.	(c) Amount of increment for the year.	6 Total provision for the year, *i.e.*, total of columns 4 and 5 (c).	7 Remarks.

NOTE 1.—Voted and Non-Voted items should be separately shown.

NOTE 2.—In the case of temporary establishment, authority under which they are entertained should be quoted.

NOTE 3.—Numbers and amount of provision should agree with the entries in the estimate form.

NOTE 4.—Names need not be given in the case of officers whose names are omitted from pay bills.

Signature of Officer.

Designation of Officer.

Dated of 193

Form 19-B.

(See Chapter 11, Article 186-A.)

(To be printed on foolscap folio.)

Statement of new items of expenditure for inclusion in Budget Estimates of for 19 -

No. of Item.	Major head, minor head, sub-head and detailed head.	Particulars of item.	Amount proposed by Local Officer.	Grounds for expenditure or reference to correspondence hereon.	Amount recommended by Administrative Department.	Notes in Finance Department.	Amount recommended by Finance Department.

Form 20.

(LATE FORM S.-151.)

[See "Note" under Rule X of clause (a) and "Note 3" under clause (b) of Article 155.]

Form of Agreement to be executed at the time of drawing an advance for the purchase of land on which to construct a house or of a house ready-made.

AN AGREEMENT MADE——————day of——————one thousand nine hundred and——————BETWEEN——————of——————(hereinafter called the Borrower, which expression shall include his legal representatives and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part. WHEREAS the Borrower has agreed to purchase for the purpose of erecting a house thereon the piece of land / a house situated in——————in the registration district of——————Sub-district——————thana——————containing——————more or less and bounded on the North by——————on the South by——————on the East by——————and on the West by——————for the sum of Rupees——————AND WHEREAS the Borrower has under the provisions of the Civil Account Code (hereinafter referred to as the said Code which expression shall include any amendments thereof for the time being in force) applied to the Secretary of State for a loan of Rupees——————to enable him to purchase the said piece of land / house and the Secretary of State has agreed to lend the said sum of Rupees——————to the Borrower on the terms and conditions hereinafter contained NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rupees——————paid by the Secretary of State to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Secretary of State (1) to repay the Secretary of State the said amount with interest calculated according to the said Code by monthly deductions from his salary as provided for by the said Code and hereby authorises the Secretary of State to make such deductions and (2) within one month from the date of these presents to expend the full amount of the said loan in the purchase of the said piece of land / house and if the actual price paid is less than the loan to repay the difference to the Secretary of State forthwith and (3) to execute a document mortgaging the said piece of land / house and the house to be erected thereon to the Secretary of State as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Code *(AND IT IS HEREBY FURTHER AGREED that the Borrower shall immediately he has purchased the said piece of land commence and erect thereon a suitable residence for his own use) AND IT IS HEREBY LASTLY AGREED AND DECLARED that if the said piece of land / house has not been purchased and mortgaged as aforesaid

*( ) To be omitted in the case of purchase of a house.

within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of Government or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS whereof the Borrower has hereunto set his hand the day and year first before written.

SIGNED by the said
in the presence of

Form 20-A.

(LATE FORM S.-152.)

[See "Note" under Rule X of Article 155 (a).]

Form of Mortgage Deed to be executed in connection with an advance for the purchase of land on which to construct a house.

THIS INDENTURE made the————day of———— One thousand nine hundred and————BETWEEN of———— a Civil Officer of———— (hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where not repugnant to the context include his successors and assigns) of the other part.

WHEREAS by an Agreement dated the————day of———— 19 and made between the mortgagor of the one part and the mortgagee of the other part the mortgagee advanced and lent to the mortgagor the sum of Rupees————for the purpose of purchasing the piece of land hereinafter described and intended to be hereby transferred and assured and as security for such loan the mortgagor agreed to execute a mortgage in favour of the mortgagee in the form of these presents AND WHEREAS the mortgagor on the————day of————19 duly purchased the said piece of land and is now absolutely seized and possessed of or otherwise well entitled to the said piece of land AND WHEREAS the mortgagor has applied to the mortgagee for a further advance of the sum of Rupees———— ————for the purpose of enabling him to defray the expenses of erecting on the said piece of land a suitable residence for his own use AND WHEREAS under the provisions contained in Article 155 of the Civil Account Code, Volume I (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said further sum of Rupees————(payable as follows that is to say the sum of Rupees————on or before the execution of these presents) and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by ———— ————equal————instalments payable quarterly the first of such————instalments to be payable on the———— day of————

NOW THIS INDENTURE WITNESSETH that in consideration of the said advances of Rupees———— and Rupees———— ————making a total of Rupees———— so advanced as aforesaid and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said sum of Rupees————(and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf) and interest thereon calculated according to the said Code on the————day of————next and if the

(to be deleted if the payment is not to be by instalments).

loan shall not be repaid on that date will pay interest in accordance with the said Code.

AND THE INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby transfer assign and assure unto the mortgagee ALL THAT piece of land situate in————————in the registration District of————————Sub-district————————thana———— containing————————more or less and bounded on the North by————————on the South by————————on the East by————————and on the West by———— together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings and all kinds used or intended to be used with the said dwelling-house (erected or hereafter to be erected on the said piece of land) together with all rights easements and appurtenances to the same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land (hereinafter referred to as the said premises) unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance of Rupees ————(and of such further sums as may have been paid as aforesaid) made upon the security of these presents and interest thereon calculated according to the said Code shall have been repaid by the deduction of monthly instalments of the salary of the mortgagor as in the said Code mentioned or by any other means whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor re-convey, re-transfer or re-assure the said premises unto and to the use of the mortgagor AND the mortgagor hereby covenants with the mortgagee that he the mortgagor now hath good right to transfer the said premises unto the mortgagee free from incumbrances AND FURTHER that he the mortgagor and all other persons having or lawfully claiming any estate or interest in the said premises or any part thereof shall and will from time to time and at all times hereafter at his or their own cost do and execute or cause to be done and executed all such acts deeds and things for further and more perfectly assuring the said premises unto the mortgagee in manner aforesaid as shall or may be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings standing thereon or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall think fit AND IT IS HEREBY DECLARED that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND IT IS HEREBY DECLARED that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to

pay the surplus if any to the mortgagor AND IT IS HEREBY DECLARED that no lease made by the mortgagor of the said premises or any part thereof during the continuance of this security shall have effect unless the mortgagee shall consent thereto in writing.

IN WITNESS whereof the mortgagor, hath hereunto set his hand the day and year first above written.

SIGNED BY the said (mortgagor)
in the presence of
1st Witness

Address

Occupation.

2nd Witness

Address

Occupation.

Form 21.

(LATE FORM S.-126.)

(See Chapter 9, Article 155.)

Form of Mortgage.

THIS INDENTURE made the————————day of————————One thousand nine hundred and————————BETWEEN————————of ————————a Civil Officer of———————— ———— (hereinafter referred to as the mortgagor which term shall where the context so admits include his heirs, executors, administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where the context so admits include his successors and assigns) of the other part.

WHEREAS the mortgagor is absolutely seized and possessed of or otherwise well entitled to the land hereditaments and premises hereinafter described and expressed to be hereby conveyed transferred and assured (hereinafter referred to as the said hereditaments).

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of Rs.————————for the purpose of enabling him to defray the expenses[1]———————— ———— of———————— ———— as a suitable residence for his own use.

[1] *Insert* "the purchase of the said hereditaments," "building house on the said hereditaments" or "Repairing the said hereditaments" as the case may be.

AND WHEREAS under the provisions contained in Article 155 of the Civil Account Code, Volume I (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force) the mortgagee has agreed to advance to the mortgagor the said sum of Rs.————————[payable as follows that is to say the sum of Rs.———————— on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by equal instalments payable quarterly, the first of such instalments to be payable on the————————day of————————][2].

[2] *Delete*—words in crotchets if advance is not to be by instalments.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rs.————————paid on or before the execution of these presents to the mortgagor by the mortgagee (the receipt whereof the mortgagor doth hereby acknowledge) for the purpose of enabling the mortgagor to defray the hereinbeforce recited expenses the mortgagor hereby covenants with the mortgagee to repay to the mortgagee the said sum of Rs.———— [and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf] [3]and interest thereon calculated according to the said Code on the———— day of————————next[4] and if the loan shall not be repaid on that date will pay interest in accordance with the said Code. AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby convey transfer and assure unto the mortgagee ALL that piece of land situate in the————————district of————————registration district of————————sub-registration district of————————containing ————————more or less now in the occupation of the mortgagor and bounded on the North by————————on the South by———————— on the East by————————and on the West by————————together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings

[3] *Delete*—words in crotchets is not to be by instalments

[4] *Insert*—a date two or four years as the case may be from the date of commencement of repayment of the loan. Where possible the land should also be described by reference to Government map or survey.

now erected or hereafter to be erected on the said piece of land together with all rights, easements and appurtenances to the said hereditaments or any of them belonging TO HOLD the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as the said advance of rupees———— [and of such further sums as may have been paid as foresaid][1] made upon the security of these presents shall have been repaid and interest thereon calculated according to the said Code by the reduction of monthly instalments of the salary of the mortgagor as in the said Code mentioned or by any other means whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor re-convey, re-transfer or re-assure the said hereditaments unto and to the use of the mortgagor or as he may direct AND it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service before the said sum of rupees————[and any further sum as may have been paid as aforesaid] and interest thereon calculated according to the said Code shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said hereditaments or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby AND to do and execute all such acts and assurances for effectuating any such sale as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that the mortgagee shall hold the moneys to arise from any sale in pursuance of the aforesaid power UPON TRUST in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the mortgagor AND it is hereby agreed and declared that the said Code shall be deemed and taken to be part of these presents.

[1] *Delete*—words in crotchets if advance is not to be by instalments.

The mortgagor hereby covenants with the mortgagee that he the mortgagor will during the continuance of this security observe and perform all the provisions and conditions of the said Code on his part to be observed and performed in respect of these presents and the said hereditaments.

IN WITNESS whereof the mortgagor, hath hereunto set his hand the day and year first above written.

Signed by the said (Mortgagor)
in the presence of
1st witness
Address
Occupation
2nd witness
Address
Occupation

(The deed should be registered.)

NOTE.—There *must* be *two* witnesses to a mortgage.

Form 22.

(LATE FORM S.-127.)

[See Chapter 9, Article 155 (a), Rule VII, Note.]

Form of Mortgage for House Building Advances granted to officers who do not possess full proprietary rights in the land upon which they intend to build a house.

THIS INDENTURE made the——————day of——————
——————BETWEEN ——————
of ——————
a Civil Officer of——————
(hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where not repugnant to the context include his successors and assigns) of the other part.

WHEREAS the mortgagor is entitled to the piece of land ; hereditaments and premises hereinafter described under a lease from——————
dated ——————
for a term of years expiring[1]——————
subject to a rental of Rs.——————per[2]——————

[1] date of end of lease.
[2] mensem or annum.

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of rupees——————
——————for the purpose of enabling him to defray the expenses of[3]——————as a suitable residence for his own use.

[3] *Insert*—"the purchase of the said hereditaments," "building a house on the said hereditaments" or "Repairing the said hereditaments" as the case may be.

AND WHEREAS under the provisions contained in Article 155 of the Civil Account Code, Volume I (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said sum of Rs. —————— [payable as follows that is to say the sum of Rs.—————— on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by —————— equal instalments payable quarterly the first of such instalments to be payable on the——————day of——————]4.

[4] *Delete*—words in crotchets if further advances are not to be made.

NOW THIS INDENTURE WITNESSETH that in consideration of the said advance and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said sum of Rupees [and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf][4] and interest thereon calculated according to the said Code on the[5]——————day——————of——————next and if the loan shall not be repaid on that date will pay interest in accordance with the said Code.

[5] Two or four years from date of commencement of repayment of loan as the case may be.

AND THE INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby demise let and transfer unto the mortgagee

ALL THAT piece of land situate in————————————in the registration district of————————————————— sub-district————————thana ————————containing ————————more or less and bounded on the North by———————— ————————on the South by————————on the East by ————————and on the West by————————together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings and all kinds used or intended to be used with the said dwelling-house[6] (lately erected) together with all rights easements and appurtenances to the same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land unto the mortgagee his successors and assigns for all the residue now unexpired of the said term of years ghanted by the said lease except the last day of the said term PROVIDED ALWAYS that if and as soon as the said advance of Rs.————— [and of such further sums as may have been paid as aforesaid] made upon the security of these presents and interest thereon calculated according to the said Code shall have been repaid by the deduction of monthly instalments of the salary of the mortgagor as in the said Code mentioned or by any other means whatsoever the demise hereby made shall be void AND the mortgagor hereby covenants with the mortgagee that the lease creating the term or state for which the said land is held by the mortgagor is now a good, valid and effectual lease and is in full force, unforfeited and unsurrendered and free from encumbrances and in nowise become void or voidable and that all the rents reserved thereby and all the covenants, conditions and agreements contained therein and on his part to be paid observed and performed have been paid, observed and performed up to the date of these presents AND also that the mortgagor will at all times so long as any money remains due on the security of these presents pay, observe and perform or cause to be paid, observed and performed all the said rents covenants conditions and agreements and will keep the mortgagee indemnified against all actions, proceedings, costs, charges claims and demands, if any, to be incurred or sustained by the mortgagee by reason of the non-payment of the said rents or the non-observance or non-performance of such covenants, conditions or agreements or any of them AND ALSO that the mortgagor now has good right and full powers to demise the said premises to the mortgagee in manner aforesaid AND that it shall be lawful for the mortgagee to enter into and upon and to hold and enjoy the said demised premises during the terms hereby granted without any interruption or disturbance by the mortgagor or any person claiming through or in trust for him, AND that the mortgagor at the request at any time hereafter of the mortgagee will at his own cost execute and do all such assurances and things as may be necessary or proper for more effectually vesting the said premises in the mortgagee in manner aforesaid as may by the mortgagee be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as

Or "hereafter to be erected" or "now being erected" as the case may be.

the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the mortgagor shall stand possessed of the premises so sold for the last day of the term granted to him by the hereinbefore recited lease IN trust for the purchaser his executors administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus if any to the mortgagor AND IT IS HEREBY DECLARED that no lease made by the mortgagor of the said premises or any part thereof during the continuance of this security shall have effect unless the mortgagee shall consent thereto in writing IN WITNESS whereof the mortgagor, hath hereunto set his hand the day and year first above written.

Signed by the said (Mortgagor)

in the presence of

1st witness

Address

Occupation

2nd witness

Address

Occupation

(The deed should be registered.)

NOTE.—There *must* be *two* witnesses to a mortgage.

Form 22-A.

(LATE FORM S.-127-A.)

[See Chapter 9, Article 155 (a), Rule VII, Note 3.]

Form of Agreement for House Building Advances granted to Government servants to build houses on plots leased from Government in New Delhi.

THIS INDENTURE——————made the——————day of——————one thousand nine hundred and——————BETWEEN the SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Lender which expression shall include his successors in office and assigns) of the one part and——————————of (hereinafter called the Borrower which expression shall include his heirs, executors, administrators, legal representatives and permitted assigns) of the other part WHEREAS by an agreement for lease dated the——————————day of——————————and made between the same parties as these presents. Registered at——————on——————numbered (hereinafter called the agreement for lease) the Borrower agreed to erect buildings of the nature stated therein on the piece of land being plot——————————in——————and therein more particularly described within a period of 36 months from the——————day of——————and Lender agreed that on fulfilment of the agreement for lease the Lender would demise to the Borrower the said piece of land and buildings in perpetuity at the rent and on the terms and conditions therein specified. AND WHEREAS the Borrower has applied to the Lender for an advance of Rs.——————to enable him to construct and finish the said buildings. AND WHEREAS under the provisions of Article——————of the Civil Account Code, Volume I (hereinafter referred to as the Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force) which shall be deemed to form part of these presents the Lender has agreed to advance the Borrower the said sum of Rs.——————subject and payable as follows :—

An instalment of Rs.——————on or before the execution of these presents and the balance (if the Agreement for Lease has been duly observed and performed by the Borrower and is still in force) in instalments as provided for in the said Code NOW THESE PRESENTS WITNESSETH that in pursuance of the said agreement and in consideration of the premises the Borrower hereby covenants with the Lender—

(*i*) to repay the Lender the said sum of Rs.——————and any further sums he may have received from the Lender under the hereinbefore recited agreement in that behalf with interest thereon calculated according to the said Code by the——————day of——————as provided in the said Code and if the loan shall not be repaid on that date to pay interest in accordance with the said Code.

(*ii*) To observe and perform the terms and conditions of the Agreement Lease.

(*iii*) To obtain a lease in accordance with the Agreement for Lease as soon as he is entitled to same and to execute a mortgage of his unincumbered interest thereunder in favour of the Lender in the form prescribed by the said Code to secure any principal and interest still owing under these presents.

IN WITNESS WHEREOF the Borrower, hath hereunto set his hand the day and year first above written.

Signed by the said (Borrower)

in the presence of

1st witness

Address

Occupation

2nd witness

Address

Occupation

(The deed should be registered.)

NOTE.—There *must* be *two* witnesses to an agreement.

Form 23.

(LATE FORM S.-128.)

[See Chapter 9, Article 155 (a), Rule VI, Note.]

Form of Re-conveyance for House-building Advances.

THIS INDENTURE made the————day of ————————19 BETWEEN THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the one part and————a Civil officer of ————————————————(hereinafter called the mortgagor) of the other part is supplemental to an Indenture of mortgage, dated the————————day of————————19 and made BETWEEN the mortgagor of the one part and the SECRETARY OF STATE of the other part and registered at————————————in Book———————— ———— Volume————pages——to——as No.———— for————————(hereinafter called the PRINCIPAL INDENTURE) WHEREAS all moneys due and owing on the security of the PRINCIPAL INDENTURE have been fully paid and satisfied and the Secretary of State has accordingly at the request of the mortgagor agreed to execute such re-conveyance of the mortgaged premises in the within written INDENTURE comprised as is hereinafter contained. NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the premises the Secretary of State doth hereby grant assign and reconvey unto the mortgagor, his heirs, executors, administrators and assigns ALL THAT the piece of land situate in the————containing———— more or less bounded on the North by————————on the South by ————————on the East by————————on the West by ————————together with the dwelling-house and out-offices, stables, cook-rooms and out-buildings thereon AND ALL and singular other the premises in the PRINCIPAL INDENTURE comprised or expressed to be thereby assured or which now are by any means vested in the Secretary of State subject to redemption under or by virtue of the PRINCIPAL INDENTURE with their rights easements and appurtenances as in the PRINCIPAL INDENTURE expressed and all the estates right title interest property claim and demand whatsoever of the Secretary of State into out of or upon them same premises by virtue of the PRINCIPAL INDENTURE to have and to hold the premises hereinbefore expressed to be hereby granted assigned and reconveyed unto and to the use of the mortgagor his heirs, executors, administrators and assigns for ever freed and discharged from all moneys intended to be secured by the PRINCIPAL INDENTURE and from all actions, suits, accounts, claims and demands for, or, in respect of, the said moneys or any part thereof or, for, or in respect of, the PRINCIPAL INDENTURE or of anything relating to the premises AND the Secretary of State hereby covenants with the mortgagor his heirs, executors, administrators and assigns that Secretary of State has not done or knowingly suffered or been party or privy to anything whereby the said premises or any part thereof, are, is or can be impeached, incumbered or affected in title estate or otherwise howsoever IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed sealed and delivered by—
for and on behalf of the Governor General of India in Council acting in the premises for and on behalf of the Secretary of State for India in Council in the presence of

Form 24.

(LATE FORM S.-12.)

(See Article 156, Note 2.)

Form of Agreement to be executed at the time of drawing an advance for the purchase of a Motor $\frac{\text{Car}}{\text{Boat}}$ *.*

AN AGREEMENT made————day of————one thousand nine hundred and————BETWEEN————of———— (hereinafter called the Borrower, which expression shall include his legal representatives and assignees) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part WHEREAS the Borrower has under the provisions of the Civil Account Code (hereinafter referred to as the said Code which expression shall include any amendments thereof for the time being in force) applied to the Secretary of State for a loan of Rs.————for the purchase of a motor $\frac{\text{car}}{\text{boat}}$ and the Secretary of State has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs.————paid by the Secretary of State to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Secretary of State (1) to pay the Secretary of State the said amount with interest calculated according to the said Code by monthly deductions from his salary as provided for by the said Code and hereby authorises the Secretary of State to make such deductions and (2) within one month from the date of these presents to expend the full amount of the said loan in the purchase of a motor $\frac{\text{car}}{\text{boat}}$ or if the actual price paid is less than the loan to repay the difference to the Secretary of State forthwith and (3) to execute a document hypothecating the said motor $\frac{\text{car}}{\text{boat}}$ to the Secretary of State as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Code AND IT IS HEREBY LASTLY AGREED AND DECLARED that if the motor $\frac{\text{car}}{\text{boat}}$ has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of Government or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS whereof the Borrower has hereunto set his hand the day and year first before written.

Signed by the said }
in the presence of }

Form 24-A.

(LATE FORM S.-129.)

(See Chapter 9, Article 156, Note 2.)

Form of Mortgage Bond for Motor $\frac{Car}{Boat}$ *Advance.*

THIS INDENTURE made this————————————day of ———————————— BETWEEN ————————————(hereinafter called the borrower) of the one part and the SECRETARY OF STATE FOR INDIA IN COUNCIL————————————(hereinafter called the Secretary of State) of the other part.

WHEREAS the BORROWER has applied for an advance to purchase the motor————————described in the Schedule hereto on the terms of Article $\frac{15}{157}$ of Volume I of the Civil Account Code (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force). NOW THIS INDENTURE WITNESSETH that in consideration of the sum of Rs.————on or before the execution of these presents paid by the Secretary of State to the borrower (the receipt whereof the borrower hereby acknowledges) he the borrower doth hereby assign and transfer unto the Secretary of State all that motor————more particularly described in the schedule hereunder written by way of security for the said sum of Rs.————and interest thereon calculated according to the said Code AND the borrower doth further agree and declare that he will duly pay to the Secretary of State the sum of Rs.————aforesaid or the balance thereof as shall not have been repaid at the date of these presents by equal payments of Rs.————each on the first day of every month after the date of these presents and will pay interest on the sum owing calculated according to the said Code in the manner provided by the said Code AND the borrower doth further agree and declare that he has not pledged and will not so long as any monies remain payable to the Secretary of State in respect of the said motor————————————sell pledge or part with the property in or possession of the said motor———————— PROVIDED ALWAYS and it is hereby agreed and declared that if the borrower shall at any time make default in the payment of any of the said instalments for the period of 10 days after the time hereinbefore provided for payment thereof or if the borrower shall die or otherwise cease to be in the service of the Secretary of State or if the borrower shall sell or pledge or part with the property in or possession of the said motor————————————or become insolvent or make any composition or arrangement with his creditors or if any one shall take proceedings in execution of any decree or judgment against the borrower the whole of the said principal sum which shall for the time being remain unpaid together with interest thereon calculated according to the SAID CODE shall forthwith become payable and it is hereby agreed and declared that the Secretary of State may on the happening of any of the events hereinbefore mentioned seize and take possession of the said motor————and either remain in possession thereof without removing the same or else may remove and sell the said motor————either by public auction or private contract and may out of the sale moneys retain the principal sum aforesaid or so much thereof as may for the time being remain unpaid and interest thereon calculated according to the said Code and all

costs, charges expenses and payments properly incurred or made in maintaining, defending or realising his rights hereunder and shall pay over the surplus, if any, to the borrower, his executors, administrators or representatives PROVIDED FURTHER that the aforesaid power of taking possession or selling of the said car shall not prejudice the right of the Secretary of State, to sue the Borrower or his Personal representatives for the amount of the Bond or in the case of the car being sold the amount by which the nett sale proceeds fall short of the amount owing AND the borrower HEREBY FURTHER AGREES with the Secretary of State that he will not permit or suffer the said motor———— to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof and will whenever the said motor ————is injured or deteriorated forthwith repair and make good the same and will keep the said motor————insured against loss or damage by fire or accident.

IN WITNESS WHEREOF the said ————————(borrower) hath hereunto set his hand.

The Schedule above referred to————————

————————

Signed by the said
(borrower).

———— ————

Signature of (borrower).

————————

In the presence of————————

and ————————

Form 25.

(See Chapter 11, Article 191.)

Form of statement to accompany all applications for sanction to expenditure not provided for in the Budget.

Expenditure proposed to be provided for :—
R
of (*a*) on account { Major head / Minor head / Sub-head / Detailed head.

Amount proposed to be spent during current year .. .. R

Amount proposed to be spent during future years .. .. R

Proposed re-appropriation for current year.

1	2	3	4
Heads of estimate affected by the proposal. (*b*).	Actual expenditure up to date of the proposal (*viz.*)	Amounts as in the estimate passed by Government.	Amount as they will stand after re-appropriation.
†(1) Heads under which the proposed expenditure will fall.	Rs.	Rs.	Rs.
TOTAL ..			
(2) Heads under which it is proposed to reduce the grants.			
TOTAL			

(*a*) Here enter full description, mentioning the grant, primary unit of appropriation and the Department, or Office, or Officer concerned.

(*b*) The same detail must be shown as in the printed estimates of the Government (or the sanctioned estimate), as the re-appropriation has to be effected by transfer of the figures shown therein.

NOTE 1.—Any further explanation should be given on reverse, where, also if no re-appropriation is possible, the urgency and necessity for the expenditure should be fully explained.

NOTE 2.—When the application is submitted for the sanction of a local Government, the form may be modified in any way the local Government thinks fit, provided that the local Government indicates distinctly in the order issued that the new expenditure is to be met by re-appropriation from anticipated savings under the same or another major head under the same grant.

NOTE 3.—The estimates referred to are the Budget and not the Revised estimates. The Revised estimates must never be referred to in this application.

† NOTE 4.—When the figures of more than one grant are involved, the names of the grants should be noted in manuscript above the major heads.

Form 26.

(See Chapter 12, Article 201.)

(To be printed on foolscap breadthways.)

Register of Repayments of———Deposits at———Treasury.

Detail of Original Deposit.			Date of present repayment.	No. of repayment voucher.	To whom repaid.	Amount repaid.		Initials of		Daily total carried to cash book.	Remarks.
Date of receipt.	No. as per register of receipt.	Amount or balance of deposit.				In cash.	By transfer.	Accountant.	Treasury or disbursing officer.		
		Rs.				Rs.	Rs.			Rs.	

Form 27.

[See Chapter 12, Articles 198, Note 1 (4) and 202, Note.]

———— *Treasury, month of* *19* .

HEAD OF SERVICE CHARGEABLE. } ————DEPOSITS. VOUCHER NO.————OF ————PAYMENTS. LIST OF

Original Number. } ———— Date of Deposit. } ———— Name of Depositor. } ———— Amount originally deposited. Rupees. } ————

In this space a translation of the receipt form into the current vernacular should be given.

Examined and entered.

————

Accountant

Treasury.

Pay Rupees ————

Treasury Officer.

Received this————day of ————19

the sum of Rupees————

Annas————Pies————

being the amount payable ————

on account of the deposit described above.

Claimant's Signature. }

Stamp if required.

Passed for payment.

Rs.———— ————

Judge, Magistrate or Collector.

Form 28.

(See Chapter 12, Article 204, C. A. C.)

Extract Register of Receipts of———Deposits at the———Treasury in the month of———19 .

Date.	Number of each deposit.	From whom received.	Nature of each deposit.	Amount of each deposit.			FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE.								
							In the year of receipt.	In the first year following the year of receipt.	Total repayment on each deposit.			Balance of each deposit.			
												Lapsed.		Transferred to clearance register.	
							12 monthly columns.	12 monthly columns.							
				Rs.	*a.*	*p.*			*Rs.*	*a.*	*p.*	*Rs.*	*a.*	*p.*	*Rs.*	*a.*	*p.*

N.B.—It is not necessary to total the last 3 columns of this register.

Form 29.

(See Chapter 12, Article 206.)

†

Statement of Lapsed———————Deposits of the———

†Civil, Criminal Courts or Revenue.

Treasury, for the year 19 .

PARTICULARS OF DEPOSIT.					FOR USE IN ACCOUNTANT GENERAL'S OFFICE.				REMARKS.
Year.	No.	Balance lapsed.			No. and date of Refund order.	Amount of Refund sanctioned.		Initials.	
		Rs.	*a.*	*p.*		Rs.	*a.*		

Form 30.

(See Chapter 12, Article 208.)

Refund of Lapsed Deposits.

To

THE ACCOUNTANT GENERAL,————————

SIR,

The following refunds of Lapsed Deposits aggregating Rupees———— (in words) have been claimed by————of whose identity and title to the money I have satisfied myself. I request your sanction to the refund.

Class of Deposits.	PARTICULARS OF ORIGINAL DEPOSIT.		Balance credited to Government.			Date of lapsed Statement.	Amount claimed.			REMARKS.
	Year.	No.	*Rs.*	*a.*	*p.*		*Rs.*	*a.*	*p.*	

(Signature.)

The————————*19* .

Judge, Magistrate or other Officer.

Form 30—*concluded.*

Reverse of Form 30.

Accountant General's Office No.————, *dated*————————

Sanctioned.

Accountant General.

Received payment.

Receipt Stamp.

————————

Claimant.

Pay Rupees ( ) ————————————

————————————only.

The————————*19* *Examined.* *Accountant.*

Treasury Officer.

Note.—The signature of the claimant should be obtained in this form and the form should be returned as a voucher in support of the debit.

For use in the Accountant General's Office.

Serial No. in Number Book.

Admitted Objected to *Auditor.* *Supdt.*

Noted in the Number Book of Orders. *Supdt.*

Form 31.

(See Chapter 3, Article 40.)

Return of death of European officers (including members of the Civil Service of India) and pensioners in ——— *for the month of* ———

Date of death.	Place of death.	Occupation at time of death.	Age at time of death.			Place of birth.	Particulars as to family connection.	Address in England of relatives (if known).	Particulars as to property (if any).	Length† of service.	Cause of death.	Remarks.
			Y.	M.	D.							†This information is not required in the case of pensioners.

Form 31-A.

(Referred to in Article 259-H, Rule 2.)

C. C. 18.

Port of————————

Dr. *————————in Account Current with the Board of Trade for the————————————Cr.

Issued by the Board of Trade.

ending————————193 .

RECEIPTS.	Currency.	Sterling. £ s. d.	Bills drawn on Shipowners.	PAYMENTS.	Currency.	Sterling. £ s. d.	Bills drawn on Shipowners.
WAGES OF LIVING SEAMEN as per Column 5 of Form C. C. 10, and Forms C. C. 6, Nos.....to..... ..							
Proceeds of sale of effects, etc., of Seamen who have died in charge, as per Form C. C. 17, and vouchers Nos..... to.....				SUBSISTENCE, Medical, Clothing, and Travelling Expenses, etc., as per Form C. C. 10, Column 19.			
WAGES OF DECEASED SEAMEN (including proceeds of effects) where death occurs on the voyage or in port, and for whom no expenses have been incurred by Officer, as per statement C. C. 22, and Forms C. C. 15, Nos.....to.....				WAGES PAID to Seamen, as per Column 20 of Form C. C. 10 and Forms C. C. 7, Nos.....to.....			
WAGES and proceeds of effects of SEAMEN LEFT BEHIND (Section 23, M. S. Act, 1906).				MISCELLANEOUS PAYMENTS:—			
FINES received under Section 44, M. S. Act, 1906.				† Balance due to the Board of Trade remitted to the Assistant Secretary for Finance, Finance Department, Board of Trade, by.....at the Exchange of.....per £1 Sterling.			
MISCELLANEOUS RECEIPTS:—							
† Balance due by the Board of Trade, for which a Bill has been drawn upon the Assistant Secretary for Finance, Finance Department, Board of Trade, at three days sight at the Exchange of .....per £1 Sterling.							
Total ..				Total ..			
To amount of Bills drawn on the owners of British Merchants Ships £				By amount of Bills, as *per contra*, drawn on the owners of British Merchant Ships, and transmitted to the Board of Trade. £			

*Here insert name and title of officer.

† When the balance is small and carried forward to next Account the words not applicable should be struck through. The rate of exchange should always be stated in the space provided when the Account is rendered in currency.

I certify that the above account is just and true according to the best of my knowledge and belief.

————————day of ————————193 .

————————
————————
Signature and Title of Officer.

Form 31-B.

(See Appendix 8A., Rule 2.)

(To be printed on foolscap folio.)

LAST PAY CERTIFICATE.

Last pay certificate of.....

of the.....

preceding on.....

to.....

2. He has been paid up to.....
at the following rates :—

Particulars.	*Rate.*
Substantive pay.....	
Officiating pay.....	
Exchange Compensation Allowance.....	
.....	
.....	
Deductions.	
.....	
.....	
.....	

3. He made over charge of the office of.....

.....

on the.....noon of.....

4. Recoveries are to be made from the pay of the Government servant as detailed on the reverse.

5. He has been paid leave salary as detailed below. Deductions have been made as noted on the reverse.

Period.	*Rate.*	*Amount.*
From.....to.....	at Rs.....	a month.
From.....to.....	at Rs.....	a month.
From.....to.....	at Rs.....	a month.

6. He is entitled to draw the following :—

7. He is also entitled to joining time for.....days.

8. The details of the income-tax recovered from him up to the date from the beginning of the current year are noted on the reverse.

(*Signature*).....

Dated.....*19* . (*Designation*).....

Form 31-B—*concluded.*

REVERSE.

Details of recoveries.

Nature of recovery.....

Amount Rs.....

To be recovered in.....instalments.

Deductions made from leave salary.

From.....to.....on account of.....Rs.....

From.....to.....on account of.....Rs.....

From.....to.....on account of.....Rs.....

Names of months.	Pay.	Gratuity, Fee, etc.	Funds and other Deductions.	Amount of income-tax recovered.	Remarks.
April 19 . .					
May 19 . .					
June 19 . .					
July 19 . .					
August 19 .					
September 19 .					
October 19 .					
November 19 .					
December 19 .					
January 19 .					
February 19 .					
March 19 . .					

Form 31-C.

(See Appendix 8B, Rule 10.)

(To be printed on foolscap folio.)

Memorandum of Agreement made the day of 193 BETWEEN of (hereinafter called the Borrower) of the one part and the SECRETARY OF STATE for India in Council (hereinafter called the Lender) of the other part.

WHEREAS the Borrower('s family) is $\frac{\text{proceeding to}}{\text{returning from}}$ on $\frac{\text{leave}}{\text{expiry of leave}}$ (with his family) and has in accordance with Appendix 8B to the Civil Account Code, Volume I (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force), requested the Lender to lend him Rs. towards defraying the cost of $\frac{\text{his}}{\text{their}}$ passage(s) to (and back to India) which the Lender has agreed to do on the terms and conditions hereinafter mentioned.

WITNESSETH that in consideration of the said loan (receipt of which the Borrower hereby acknowledges) the Borrower for himself his heirs executors and administrators covenants with the Lender to repay the said loan (with interest calculated according to the said Code) by monthly instalments as specified in the said Code and hereby authorizes the Lender to deduct the amount of such monthly instalments from the pay of the Borrower provided always and it is hereby further agreed and declared that in the event of the Borrower dying or retiring or receiving permission to retire from Government service before the whole amount of the said loan (and interest) is repaid or if he does not produce receipts for the said passage(s) or does not comply with any of the conditions on which the loan is made, as specified in the said Code, within three weeks from the date hereof the loan (and interest calculated in accordance with the said Code) is to become immediately due and payable.

In WITNESS whereof the Borrower has hereunto set his hand the day and the year first above written.

Signed by the said (Borrower) in the presence of :—

Witness.

Address.

Occupation.

(*N.B.*—In the case of advances on which interest is not chargeable, the clauses of this agreement relating to interest should be scored through.)

INDEX.

This Index deals only with the rules in the several chapters of this volume and does not cover the Appendices or the Forms. It has been compiled solely for the purposes of assisting references and no expression used in it should be considered as in any way interpreting the rules.

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